

Vacancy Notice

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(9/93)

Description of Position	TITLE OF POSITION: <u>Legal Secretary II</u>	CLASSIFICATION CODE: <u>00445300</u>
	SALARY RANGE: <u>Grade 5413 / 33167-36188</u>	REFERENCE POSITION NO.: <u>to be determined</u>
	Department or Agency Name <u>Public Defender</u>	APPLICATION PERIOD: <u>March 7 - March 16, 2012</u>
	Division/Section/Unit _____	
	Assignment(s) / Comments _____	
	Shift and Days: <u>Monday - Friday 1st Shift</u>	Job Location: <u>Statewide, as needed</u>
	Restrictions/Limitations: <u>NONE</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____	
	Name of Bargaining Unit Union: <u>Local 808</u>	
	There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
	Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	SEE ATTACHED JOB DESCRIPTION	
Minimum Education &	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: or Experience: Such as may have been gained through: Special Requirement:	
	SEE ATTACHED JOB DESCRIPTION	
Where to	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	AAMARAL@RIPD.ORG	
	BARBARA HURST	
	OFFICE OF THE PUBLIC DEFENDER	
	160 PINE STREET	
	PROVIDENCE, RI 02903	
	Telephone #:	<u>222-3492</u>
	Fax #:	<u>222-3287</u>
	TTY/TDD #:	_____
	(Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: LEGAL SECRETARY II

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as a private stenographic secretary to an Assistant Public Defender; to coordinate the criminal matters before the State's courts as they pertain to the Office; to coordinate case assignments for other Assistant Public Defenders; to relieve such individuals of important administrative duties; to handle correspondence and other routine matters; and to do related work, as required.

SUPERVISION RECEIVED: Works under the direction of the Executive Assistant and supervision of the Case Management Coordinator or Administrative Secretary, and/or Assistant Public Defender in charge of a work location with considerable latitude allowed for the use of independent judgment.

SUPERVISION EXERCISED: At the direction of above supervisory positions, may exercise some supervision over Data Entry Aide positions, and interns and volunteers.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve in a supervisory capacity where assigned and as needed, and perform responsible duties in connection with the administration of criminal cases at all court levels as required by the General Laws of the State of Rhode Island.

To receive correspondence for the Office of the Public Defender.

To provide statistical reports on caseloads, pending and disposed, to the Public Defender in accordance with the computer program being utilized.

To personally resolve the more routine complaints and refer those of a major or difficult nature to the appropriate supervisory individual.

To serve as legal secretary to Assistant Public Defenders; make appointments for clients with attorneys; maintain a daily diary of appointments and scheduled cases; to assist clients with problems

related to their representation insofar as is consistent with training and experience; to answer questions and interpret departmental policies and procedures to other employees and the general public.

To take and transcribe general and technical dictation and to dictate or compose non-routine correspondence.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A working knowledge of modern legal office practices, procedures and equipment; a working knowledge of business English, spelling and arithmetic; a working knowledge of departmental rules, regulations, procedures, functions and the ability to apply these to work problems; familiarity with the principles and practices of office management and supervision; skill in taking and transcribing oral dictation of complex and technical material and in typing accurately from rough draft or clean copy; the ability to work independently on difficult or complex clerical tasks or routine administrative tasks and to prepare non-routine correspondence; the ability to maintain complex clerical records and prepare accurate reports; the ability to exercise good judgment, courtesy, and tact in receiving office callers and in making proper disposition of problems; the ability to plan, assign, supervise, and review the work of clerical, intern or volunteer staff; the ability to establish and maintain effective working relationships with other employees and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

EDUCATION: Such as may have been gained through graduation from a senior high school, including or supplemented by courses in shorthand, typing, computer sciences, and business practices; and

EXPERIENCE: Such as may have been gained through employment of a progressively responsible nature involving the performance of varied clerical and stenographic work of a complex legal and responsible nature for a period of two years. Shall be able to type 50 words per minute and take dictation at 80 words per minute.

OR, any combination of education and experience that shall be substantially equivalent to the above education and experience.

MINORITY CANDIDATES ARE ENCOURGAED TO APPLY

**THE OFFICE OF THE PUBLIC DEFENDER IS AN
EQUAL OPPORTUNITY AND DIVERSITY EMPLOYER**